



## *Pend Oreille County* *Civil Service Commission*

Post Office Box 5060 • Newport, WA 99156-5060  
(509) 447-2712 • FAX (509) 447-0595 Office  
Hours: Monday through Friday 8:00 a.m. - 4:30 p.m.

### **THE PEND OREILLE COUNTY CIVIL SERVICE COMMISSION ANNOUNCES COMPETITIVE EXAMINATION FOR DISPATCHER/E-911 OPERATOR**

This exam is for the purpose of establishing a certified list of future candidates for employment. The eligibility of successful candidates shall remain in effect 2 years. *APPLICANTS WILL BE SUBJECT TO PRE-EMPLOYMENT DRUG TESTING, POLYGRAPH AND PSYCHOLOGICAL EXAMS, FINGERPRINTING AND BACKGROUND CHECKS.*

**EXAMINATION SCHEDULE:** Typing/keyboarding certificate required with application (or your keyboarding appointment will be given to you when you file your application - Keyboarding Test: Thursday, January 3, 2013). Assessment Test: Thursday, January 3, 2013, 1:00p.m. Exam location: Courthouse, Commissioners' Mtg. Rm. 625 W. 4<sup>th</sup>, Newport, WA

**EXAMINATION TEST WEIGHT:** Assessment Test 90%; Education & Experience 10%. Keyboarding is 30 WPM a pass or fail test. The assessment test will cover tests of proficiency in such matters only as will fairly determine the ability of the person examined to discharge the duties of Radio Dispatcher in the Pend Oreille County Sheriff's Office.

**SALARY:** (D.O.E.) F/T, Union, non-exempt, min. rate: \$2489.82, plus premium pay of 10% for graveyard shift and 5% for swing shift. Permanent appointments receive vacation, sick leave, paid holidays, retirement plan and medical benefits.

**NUMBER OF OPEN POSITIONS:** Three.

**GENERAL MINIMUM QUALIFICATIONS** required of all applicants prior to entering the classified service are:

1. Must be a U.S. citizen at time of appointment.
2. Must speak the English language clearly, fluently and at a normal conversational rate.
3. Must read, write legibly and spell correctly in the English language.
4. Must possess a High School diploma or equivalent.
5. Must be at least eighteen years of age at time of appointment.
6. Must pass a polygraph examination to determine if the applicant is prone to violate the laws of Washington State or of the United States.
7. Must submit to a psychological evaluation to determine the applicant's suitability for employment in the position being sought.
8. Must cooperate in a back-ground investigation to determine the applicant's suitability for employment in the position being sought.

**EXAMPLES OF DUTIES:** Receiving radio transmissions. Radio dispatching law enforcement, medical and fire emergencies. Receiving telephone calls from the public. Working with the public in person. Keyboarding, filing and general office work. Any person meeting the requirements may apply without regard to race, creed, sex or national origin.

**CITIZENSHIP:** Applicants for a position under Civil Service must be a citizen of the United States of America, who can read and write the English language.

**TO APPLY:** See website at: [www.pendoreilleco.org](http://www.pendoreilleco.org) or request an application from the Pend Oreille County Civil Service Office, P.O. Box 5060, 625 W. 4th St., Newport, WA 99156, Monday through Friday 8:00am-4:30pm.; Telephone (509) 447-2712 for information; or [www.pendoreilleco.org](http://www.pendoreilleco.org) **Non-refundable \$15.00 processing fee (check or money order) payable to Pend Oreille County Civil Service.**

**APPLICATION DEADLINE:** December 20, 2012 at 4:00 pm at the same location.

**AMERICAN WITH DISABILITIES ACT:** If you will need special accommodations to participate in the testing process please attach a letter to your application stating your request.

Λ recycled paper

Veterans Credit for Veteran's Preference will be allowed in accordance with Washington State Law.  
PEND OREILLE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER  
Pend Oreille County Civil Service Commission  
Elizabeth Braun, Clerk